

# CITY OF AUBURN TELECOMMUNICATIONS COMMISSION

Thursday, April 8, 2004

4:00 p.m. to 5:30 p.m.

Auburn City Hall, Room 10, 2<sup>nd</sup> floor  
1225 Lincoln Way, Auburn, CA 95603

## Meeting Minutes

### 1. ROLL CALL AND DETERMINATION OF A QUORUM

Mike Malvey, Mark McDonald, Glenn Tonkin, and Tom Maguire were present. Guests included Scott Barrow, Larry Clarke, Ron Montana, and Al Stier. Meeting was called to order at 4:00pm

### 2. AGENDA APPROVAL

Tom made motion to approve agenda as is, Mark Seconded. Unanimously approved.

### 3. PUBLIC COMMENT

No public Comment

### 4. APPROVAL OF MINUTES

Review and approve of minutes for the regular meeting of **March 11, 2004**. Mark made the motion to approve, seconded by Mike. Unanimously approved.

### 5. BUSINESS

#### A. *Commission Member Vacancy*

1. *Informal interview with candidates* Glenn introduced all parties, and gave an overview of the purpose of the telecommunications commission, the functions and duties, and the level of commitment required. Each candidate then gave a brief introduction of their background, and purpose for wanting to be on the commission. The four candidates then left the room, and the commission discussed all of the applicants, and which would be the best recommendation to the council. After the discussion, Tom made a motion to recommend Scott Barrow as the primary candidate, with Larry Clarke as a secondary, to the council for appointment. Motion seconded by Mark, and unanimously approved.

#### B. *Charter Communications*

1. *Current upgrade status* – Glenn stated that Barry Egan was on vacation this week, but the last discussion had was that the pole permits were still in process, and should be coming through any time. Tom reported that the materials from Reno have been transferred to the warehouse in Auburn, and they have a contractor in place to get started. The commission also gave an overview of the upgrade process for the guests in attendance.
2. *Review Quarterly Report for Q4 2003* – Glenn distributed the quarterly report, as well as the monthly reports for February. The commission reviewed the outage report, as well as the trouble call report. In the outage report, the most problems, as well as the most affected customers, related to power issues from PG&E. In the trouble call report, the highest percentage related to customer devices and education.

#### C. *ACTV*

1. *Current status and up-coming events* – Glenn gave an overview of the happenings at ACTV. ACTV is involved in the endurance club, and are scheduled to do shoots for the Western States as well as the Tevis cup. Glenn reviewed all of the activities taking place, and that supplemental report is attached.

### 6. CORRESPONDENCE

No correspondence to review

### 7. INFORMATION AND ANNOUNCEMENTS BY COMMISSIONERS

No information or announcements made.

### 8. AGENDA ITEMS, DATE, AND TIME OF NEXT MEETING

Next meeting – May 13, 2004 - Time: 4:00 pm

### 9. ADJOURNMENT

Motion made to adjourn by Mark, seconded by Mike. Meeting adjourned at 5:10pm